

STATE PROCUREMENT OFFICE

TIMELINE FOR COMPETITIVE PURCHASES OF SERVICE METHOD OF PROCUREMENT FOR HEALTH AND HUMAN SERVICES CHAPTER 103F, HRS

This timeline is to plan and coordinate the request for proposals (RFP) process among state purchasing agencies for contracts effective on or after July 1, 2003.

| Activity | Dates |
|---|--|
| Planning Activities | January - September 2002 <i>(Reference: Chapter 3-142, HAR)</i> |
| Consolidated Report of Planned Purchases by SPO | September 2002 |
| Public Notice Announcing RFPs | October 25, 2002 |
| Distribution of RFPs | Oct. 25, 2002 - Jan. 17, 2003 |
| RFP Orientation Sessions | Early-Late Nov. 2002 |
| Addenda to RFPs (As Needed) | Within ten working days prior to or within a sufficient time before the submittal deadline. <i>(Reference: §3-143-301, HAR)</i> |
| Submission of Questions by Applicants Before Submittal Deadline (As Needed) | Within a reasonable time before submittal deadline <i>(Reference: §3-143-402, HAR)</i> |
| Response to Applicants' Questions (As Needed) | State Agencies shall promptly respond <i>(Reference: §3-143-402, HAR)</i> |
| Proposal Submittal Deadline | January 17, 2003 (Revised) <i>(Reference: §3-143-204, HAR)</i> |
| Proposal Evaluation Period | Mid-January - April 2003 <i>(Reference: §3-143-205, HAR)</i> |
| Final Revised Proposals (As Needed) | March - Early April 2003 <i>(Reference: §3-143-607, HAR)</i> |
| Provider Selection and Award | March - Early April 2003 <i>(Reference: §3-143-206, HAR)</i> |
| Notice of Statements of Finding and Decision to Applicants | March - Mid-April 2003 <i>(Reference: §3-143-303, HAR)</i> |
| Protest and Request for Reconsideration (As Needed) | April - May 2003 <i>(Reference: Chapter 148, HAR)</i> |
| Contract Development | March - May 2003 <i>(Reference: Chapter 149, HAR)</i> |
| Contract Mailed to Provider for Signature | May 23, 2003 |
| Contract Executed | June 30, 2003 |
| Contract Start Date | July 1, 2003 |

Please direct questions to Mara Smith at 587-4704 or mara_smith@exec.state.hi.us or fax us at 587-4703.

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Exceptions:

Due to the large volume of RFPs/Proposals the following state agencies will be issuing RFP's earlier so that contracts may be executed in a timely manner:

| Department Division/Office/Program | Services | RFP available | Submittal Deadline for Proposals |
|--|---|----------------------|---|
| Dept. of Human Services Social Services Office, FRPS/POS | Child Welfare Services Adult Community Care | September 2, 2002 | November 15, 2002 |
| Dept. of Health Alcohol and Drug Abuse Division | Ongoing Substance Abuse Treatment & Prevention Services | September 9, 2002 | November 25, 2002 <i>(Revised by division)</i> |

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